

CITY OF EL MONTE
EMPLOYMENT APPLICATION
11333 Valley Boulevard, El Monte, CA 91731
(626) 580-2040/2041

POSITION APPLIED FOR:		
NAME		
LAST	FIRST	MI
ADDRESS		
CITY, STATE & ZIP CODE		
TELEPHONE:	SSN:	

A.	Are you 18 years of age or older?	Yes	No
B.	Can you, after employment, prove your legal right to work in the U.S.?	Yes	No
C.	May we contact your present or last employer? <i>If your answer is "No", explain in the "Remarks" Section below.</i>	Yes	No

NOTE: If you respond "Yes" to any of the following questions, you must explain further in the "Remarks" section below. A "Yes" answer to any of the following questions (D - H) will not automatically disqualify your application; however, *failure to provide complete and accurate information may be cause for disqualification and termination*, if you are accepted for employment.

D.	Do you have any relatives employed by the City of El Monte?	Yes	No
E.	Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? <i>Note that drunk driving, hit and run, reckless driving and failure to appear are not minor traffic violations.</i>	Yes	No
F.	Have you ever been discharged or forced to resign from <i>any</i> position?	Yes	No
G.	Have you ever worked or attended school under any name other than the one listed above?	Yes	No
H.	Do you possess a valid California drivers' license? <i>If your answer is "Yes", provide license number, class and expiration date in "Remarks" Section below.</i>	Yes	No

REMARKS:

EDUCATION: Circle the highest grade level of education that you have completed

8 9 10 11 12 13 14 15 16 17 18 19 20

Diplomas, Certificates & Degrees Completed

Major Course of Study

If appropriate for the position you seek, indicate your typing or shorthand speed. Attach a copy of a certified clerical test issued within the last twelve months by an adult school or employment agency. Include information about your level of computer skill. List any languages other than English which you speak, read or write fluently.

Typing Speed:

Shorthand Speed:

Computer programs used and level of skill:

Languages (other than English) in which you are fluent:

Beginning with your current or last position, list all positions you have held in the last ten years, including U.S. military service, periods of self-employment and relevant volunteer experience. Include earlier experience which may qualify you for the position. Explain all periods of unemployment. If you need more space, attach and *sign* additional sheets and use the same format. *A resume will not substitute for a complete and accurate application.*

Name of Employer:

Address of Employer:

Dates of Employment:

No. of people you supervised:

Title & Duties:

Supervisor's Name & Phone No.:

Reason for Leaving:

Current or Final Monthly Pay:

Name of Employer:

Address of Employer:

Dates of Employment:

No. of people you supervised:

Title & Duties:

Supervisor's Name & Phone No.:

Reason for Leaving:	Final Monthly Pay:
Name of Employer:	
Address of Employer:	
Dates of Employment:	No. of people you supervised:
Title & Duties:	
Supervisor's Name & Phone No.:	
Reason for Leaving:	Final Monthly Pay:

Name of Employer:	
Address of Employer:	
Dates of Employment:	No. of people you supervised:
Title & Duties:	
Supervisor's Name & Phone No.:	
Reason for Leaving:	Final Monthly Pay:

Name of Employer:	
Address of Employer:	
Dates of Employment:	No. of people you supervised:
Title & Duties:	
Supervisor's Name & Phone No.:	
Reason for Leaving:	Final Monthly Pay:

Name of Employer:	
Address of Employer:	
Dates of Employment:	No. of people you supervised:
Title & Duties:	
Supervisor's Name & Phone No.:	
Reason for Leaving:	Final Monthly Pay:

Describe any relevant skills that you possess. Include any special licenses, credentials, certificates or technical training. State any additional information you feel might be useful during the selection process.

CERTIFICATION - PLEASE READ AND SIGN THE FOLLOWING STATEMENT

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize the City of El Monte to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize my former employers to disclose to the City any and all letters, reports and other information related to my work records and any and all other pertinent information, including personal or otherwise, without giving me prior notice of such disclosure. In addition, I hereby release the City, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Signature

Date

**PLEASE DO NOT WRITE BELOW THIS LINE
FOR HUMAN RESOURCES OFFICE USE ONLY**

OTHERS' QUALIFICATIONS

OVERALL SCORE:

EMPLOYMENT

BAND NUMBER:

EDUCATION, TRAINING, CERTIFICATION

COMMENTS:

INCOMPLETE

INITIALS & DATE

LATE

OTHER: